

**Collin County Parks & Open Space
Project Funding Assistance Program**

Applicant Instruction Letter

Dear Applicant:

Please take time to read all instructions completely before completing and submitting an application.

- Applicant must be a 501(c)(3) tax-exempt organization, nonpolitical group, or any unit of local government, including municipalities, school districts, or county located in Collin County, Texas. Faith-based organizations are eligible to apply as long as inherently religious activities, such as worship and religious instruction are not conducted.
- Proposed project goals must be similar to and support or advance the mission published in the *Collin County Parks and Open Space Strategic Plan* (October 2001).
- This is a reimbursement program. Applicants must have at **minimum** dollar for dollar in matching funds, comprised of direct cash or in-kind services, for the project being proposed. Under special circumstances at the recommendation of the Parks Foundation Advisory Board and approval by Commissioners' Court, a direct payment may be considered.
- Applicant must prepare a brief narrative addressing each item described on the attached Narrative Instruction sheet.
- Applicant must submit a resolution signed by your board of directors, local government, etc.
- Applicant will be required to provide quarterly progress reports and progression photos through the completion of the project.
- Applicants are strongly encouraged to seek project and funding partners.
- Please make sure all forms are signed and all items on this checklist are included with submission in the following order:
 - ☐ Application Form
 - ☐ Tabular Summary of Project Costs and Elements (See attached Example)
 - ☐ Resolution from sponsoring body authorizing application and designating project official
 - ☐ Project narrative
 - ☐ Location map and site photo(s)
 - ☐ Explicit list of resources applicant will provide
 - ☐ Letters of Commitment for all Services, Cash, Labor, Equipment, Materials to be donated

The Collin County Parks Foundation Advisory Board looks forward to your project application. General questions regarding the application process can be addressed to:

Collin County
Special Projects
Jeff Durham or Teresa Nelson
825 N. McDonald St., Suite 145
McKinney, Texas 75069
972-424-1460 x3744
972-548-3744

Approved February 24, 2004
CO# 2004-137-02-24

**Collin County Parks & Open Space
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Narrative Instructions

The project narrative is very important. Please be clear and concise in your narrative. All information is necessary to properly evaluate projects.

1. Project Description:

Describe how your project addresses issues covered by the *Collin County Parks and Open Space Strategic Plan* (October 2001). Describe the elements for which assistance is requested. If land is to be acquired, state that fact, give acreage and how it is to be acquired (by purchase, donation, condemnation, dedication, or any combination of methods). If development is proposed, specify what facilities are to be built, renovated, demolished or removed. Describe if you intend to construct the improvements by contract, through force/account/in-kind services, with the assistance of other governmental entities, through volunteer efforts or any combination of these methods. Describe any plans to make this an on-going program.

2. Objectives and Need for Project:

Briefly describe the recreational needs that are trying to be met and why they are needed. Give a brief history of the project and describe who will benefit. Explain how the project relates to current and future needs within the project service area. Be sure to address any unique or innovative features, special land uses, planning, or community involvement. Describe local support; has the project gone through any local agencies/commissions or public hearings for approval? If so, describe level of support and date of action.

If you have a master plan, include one copy with the application.

Be sure to address the following elements as they relate to the project:

- Population served including:
 - Access for **all** Collin County residents
 - Number of participants served
 - Targeted services to minorities
 - Targeted services to youth
 - Targeted service to seniors
 - Targeted service to low income
 - Services to rural
 - Services to urban
 - Targeted services to disabled
- Recreational Diversity
- Conservation of Natural Resources
 - Natural areas
 - Wetlands
 - Open space and view sheds
 - Vulnerable to development (future growth area: greenbelts and linkages)
 - Environmental impact

Collin County Parks & Open Space Project Funding Assistance Program

Narrative Instructions

3. Funding Mechanism:

Explain the method(s) for financing the project, include all matching funds (in-kind, donations, grants, city bonds) and relationships. Describe any relationship between the proposed project and other work planned, anticipated or underway or previous governmental grants or assistance related to the proposed project. Describe any non-traditional funding methods. There must be reasonable expectation of matching funds within six months of funding from the County. Please include a Tabular Summary of Project Costs and Elements (example attached) along with letters of commitment for all services, cash, labor, equipment, etc to be donated.

4. Implementation and Maintenance:

Include an action outline and tentative time schedule for implementing the proposed project. Describe who will oversee the project and who will manage completed project area; include level of expertise and how the project will be operated and maintained. If arrangements exist (or are anticipated) for others to perform operation, programming or maintenance describe those arrangements. Provide assurance and level of commitment from each contributor. Discuss operating and maintenance budget considerations.

**Collin County Parks & Open Space
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Application Form**

Date of Application: _____

Legal Name of Organization Applying: _____
(Should match name as it appears on IRS determination letter and on IRS Form 990)

Federal Tax Identification Number (or proof of 501 (c)(3) designation)

Name of Contact Person & Title: _____

Address (principal/administrative office): _____

City/State/Zip Code: _____

Phone Number: _____ FAX number: _____ E-mail: _____

List any previous support received from this Board: _____

Project Name: _____

Purpose of Project: _____

Dates of Project: _____

Amount Requested: \$ _____ Total Project Cost: \$ _____

Geographic Area Served: _____

| | |
|--|---|
| Signature Proposal Preparer: | Signature Project Sponsor: |
| Typed Name, Title, Email & Phone Number : | Typed Name, Title, Email & Phone Number: |
| Date: | Date: |

Collin County Parks and Open Space

Project Funding Assistance Program Policy

1. BACKGROUND

The Project Funding Assistance Program allows qualified organizations to apply for Parks and Open Space bond funds approved by the citizens of Collin County. These funds will be allocated to assist qualified organizations with the implementation of Parks and Open Space Projects. This program policy statement outlines the application process, review criteria and approval process for project funding requests.

2. APPLICATION

The Parks Foundation Advisory Board, upon approval by Commissioners' Court, will publicly announce the availability of Parks and Open Space bond funds. Qualifying entities are asked to submit application(s) for funding assistance on projects that support the *Collin County Parks and Open Space Strategic Plan* (October 2001). Application guidelines will be included in the announcement. Opening and closing dates of the funding period will be selected to allow for the fullest participation of applicants.

3. APPLICANT QUALIFICATIONS

A. Qualifying applicants shall be any of the following:

- 1) Any unit of local government, including municipalities, school districts, or county within Collin County, Texas; or
- 2) Non-profit 501 (c)(3) organizations or other tax-exempt organizations.

B. Applicants other than public agencies must provide evidence of their nonprofit status with their applications. Any of the following is acceptable evidence:

- 1) A copy of the applicant organization's listing in the Internal Revenue Service's most recent list of tax-exempt organizations described in section 501 (c)(3) of the IRS Code; or
- 2) A copy of the currently valid IRS tax exemption certificate.

C. The applicant must have a mission and goals consistent with those outlined in the *Collin County Parks and Open Space Strategic Plan* (October 2001).

D. The applicant is required to match at **minimum** one dollar for every one dollar of County funds requested. Matching funds may either be direct cash or in-kind services, for those being requested through the Project Funding Assistance Program. In order to maximize cost benefits, applicants are strongly encouraged to seek matching funds from at least one other funding organization.

4. CONTENTS OF APPLICATION

A. At minimum, the application must contain the following information for consideration:

- 1) Detailed description of the proposed project,
- 2) Justification of the project in terms of the benefit for the County and area served,
- 3) Project's compliance with the *Collin County Parks and Open Space Strategic Plan* (October 2001), and
- 4) Total cost of the project, amount of participation requested from Collin County and the amount and source of matching funds to be invested in the project.

5. REVIEW CRITERIA

A. Applications will be reviewed against the following criteria:

- 1) Availability of Parks and Open Space Program bond fund or other funds.
- 2) Elements of the proposed project that support or advance the objectives of the *Collin County Parks and Open Space Strategic Plan* (October 2001).
- 3) Adequacy of funds and level of commitment from other sources to cover the matching portion of funding. At **minimum** the matching ratio must be dollar for dollar. Dependent on the project proposed, a higher matching ratio may be required based on recommendations of the Parks Foundation Advisory Board and approval by Commissioners' Court.

The value of in-kind, specialized services will be determined by Collin County based on the usual and customary rates and values for the services proposed (i.e. legal services, architecture services, heavy equipment, etc).

For in-kind, non-specialized services Collin County will use the calculations updated annually by Independent Sector, Inc.* as a guideline to determine the value of non-specialized volunteer time. This value is calculated from the average hourly earnings of all nonagricultural workers as determined by the Bureau of Labor Statistics and is updated in March of each year.

*http://www.independentsector.org/programs/research/volunteer_time.html

- 4) Perception of need and benefit to the citizens of Collin County.

6. APPROVAL PROCESS

The Parks Foundation Advisory Board will review applications submitted prior to the announced funding selection deadline. The decision to recommend or not recommend an application for funding will be determined solely by how well the project meets the application criteria in the opinions of the members of the Parks Foundation Advisory Board.

If a two-thirds (2/3) majority of the Parks Foundation Advisory Board accepts the proposal to be complete, finds that it satisfies the review criteria and determines that adequate funds are available, they will submit the proposal(s) along with recommendation(s) for approval to Commissioners' Court. The final decision to approve or reject the recommendation will be at the discretion of Commissioners' Court. If Commissioners' Court approves the recommendation, funds will be awarded. Prior to commencement of the Project an Interlocal Agreement must be executed between all involved parties.

7. PAYMENT OF FUNDS

Funds will be made available as reimbursement of project expenses. Direct payment may be made under special circumstances for large expenditures or for smaller communities or organizations on the recommendation of the Parks Foundation Advisory Board and approval by Commissioners' Court.

8. RIGHT TO REALLOCATE FUNDS

It is the responsibility of the Parks Foundation Advisory Board to actively monitor the progress of approved projects. If the Parks Foundation Advisory Board determines that an approved project is not likely to come to fruition within a reasonable length of time or the scope of the project has changed considerably, the project applicant may be given an opportunity to submit a revised proposal for consideration. Based on the merits of the revised proposal, the Parks Foundation Advisory Board may vote to request Commissioners' Court consider reallocating the funds for use on the revised project. If Commissioners' Court approves the reallocation of funds, a new Interlocal Agreement must be executed between all involved parties prior to commencement of the revised project.